

**DRAFT Exercise Design Schedule**  
**Michigan Tabletop**  
(Assumption – exercise date is late January – early February 2004)

**By November 21<sup>st</sup> –**

- Identify a clear problem statement or issue
- Identify Design Team
- Complete assessment of needs and background information
- Exercise date
- Discuss pre-exercise, on-site planning meeting
- Draft timeline to exercise date

**By November 28<sup>th</sup> –**

- Written purpose statement
- Format for exercise
- Draft objectives
- Draft participants
- Exercise location and logistics
- Issues which may impact planning – weather, media, observers, etc.

**By December 12<sup>th</sup> –**

- Finalize objectives
- Participant invitations
- Exercise evaluation (feedback) plan
- Draft scenario
- Draft questions
- Discuss possible facilitators and evaluators
- Discuss exercise enhancements

**By January 7<sup>th</sup> –**

- Confirmation of participants
- Finalize scenario
- Finalize questions
- Finalize facilitators and evaluators

**By January 16<sup>th</sup> –**

- Facilitator information (packet)
- Evaluator information (packet)
- Participant information (packet)
- Finalize rehearsal, expected data collection, and reports